Task List Scrubbing Schedule

Date	Time (EDT)	System	Observer	Indico
6/10	15:00	Muon	Jinlong	https://indico.bnl.gov/conferenceDisplay.py?confId=2177
6/14	11:30	Tile	Tom	https://indico.bnl.gov/conferenceDisplay.py?confId=2176
6/17	14:00	Trigger	Jinlong, Tom	https://indico.bnl.gov/conferenceDisplay.py?confId=2179
6/20	15:00	LAr	Mark	here
6/21?	11:00?	Strips	?	here
6/23?	10:30?	DAQ	?	here
6/23	13:30	Pixels	?	here
?	?	Global Mechanics	?	here

Lessons from Muon & Tile Scrubbing

- **Presentation & Format**
  - For scrubbing meetings, it's easiest to understand things if the task lists are divided into phases: e.g. design, prototype, etc...
    - Blank lines in spreadsheet, bold fonts, etc.
    - All of this formatting must be removed when sending final versions to Chuck and Winnie
  - Make sure task names are self-explanatory
  - CAM presentations: should be prepared to highlight most important elements and assumptions in the task lists

- **Duration and Effort**
  - Task duration justification: need more than just "previous experience"
    - Be specific about what that experience is and how it relates to this work
  - Provide justification for division of long tasks into parts of <60 days
    - don't just write: "Testing phase 1", "Testing phase 2"
    - What happens in each of these "phases"?
    - Why is production split into the sections you chose?

Lessons (2)

- Procurement
  - Project Office will come up with guidance on a uniform way of presenting procurement
  - For the present task list, please do either
    - Enter "yes" in the Material column for a task. Separate "Procurement" task(s) will then be created for this when it's entered into P6
    - Add an explicit procurement task in the task list: e.g. "Procurement of pre-production PCB". In this case do not enter yes in the Material column for the parent task (e.g. Pre-production PCB)

- Anything else ???